



EMPLOYMENT OPPORTUNITY
AMERICAN EMBASSY, PRISTINA
COOPERATIVE ASSOCIATION OF PRISTINA EMPLOYEES (CAPE)

- POSITION:** School Bus Monitors, **up to 4 positions open and available.**
- OPEN TO:** All qualified applicants; preference will be given to Eligible Family Members (EFM) of all agencies, and local-resident U.S. Citizens.
- OPENING DATE:** June 22, 2015
- CLOSING DATE:** July 6, 2015
- WORK HOURS:** Part-time, approximately 15 hours/week, number of hours per week will be based on work load and assignments determined by CAPE. Morning and afternoon shifts available. Selected candidates must be able to start on or around August 15th. The job is required during the school season only.
- SALARY:** 200 Euros per month
- LENGTH OF HIRE:** Annual Contract in accordance with the school season

CAPE, located within the U.S. Embassy in Pristina, is seeking an individual for the position of School Bus Monitor. **THIS IS NOT A U.S. GOVERNMENT POSITION, NOR DOES THIS POSITION FALL UNDER THE US EMBASSY.**

MAJOR DUTIES AND REPONSIBLITES

The bus monitor works under the supervision of the CAPE Operations Manager and General Manger. The purpose of the School Bus Coordinator is to assist children on and off the bus and ensure the children's safety at all times. Works with Motor Pool drivers on the children's daily pickup and drop off schedule and coordinates with parents on any changes to child's bus schedule.

- Must be able to enforce Rules and Regulations and maintain order on the bus.
- Understand and follow written and oral instructions
- Update daily attendance of children on the bus and coordinate with motorpool on pick-ups & drop-offs of Children
- Assist children on and off the bus at proper stops in a safe, orderly manner;
- Establish good working relationships with the children, parents, bus driver and other staff
- Communicate effectively, both orally and in writing

QUALIFICATIONS:

NOTE: *All applicants must address each selection detailed below with specific and comprehensive information supporting each item.*

Education:

- High School Diploma is required

Experience:

- Experience working with children ages 1- 18

Language:

- Conversational English is required. Preference will be given to candidates who demonstrate good English reading and writing skills.

Skills & Abilities:

- Good interpersonal skills in dealing with children, people and colleagues are required
- Good oral communication skills in English is required
- Ability to pass a background check for a security clearance

APPLICATION PROCEDURE:

Applicants should submit a resume outlining relevant experience to the CAPE board of directors at PristinaCAPEBoard@state.gov by close of business Friday, July 6, 2015